Approved For Release 2000/08/25 : CIA-RDP71B00529R000100190020-2

12.7
Adm - I-8

20 AUG 1968

DD/S&T-3144/68

MEMORANDUM FOR: Director of Computer Services
Director of ELINT
Director of Foreign Missile
and Space Analysis Center
Director of Special Activities
Director of Scientific Intelligence
Director of Special Projects
Director of Research and Development

SUBJECT : Timely Submission of Proposed
Contract Actions

1. The Executive Director-Comptroller has found it necessary, in the past, to call my attention to certain DD/S&T contract renewals submitted for DCI approval which simply did not allow sufficient time for review by higher authority and subsequent procurement action prior to the expiration of the contract. Unfortunately, another such instance has just occurred. I share the concern of the Executive Director-Comptroller in this matter and feel that these situations reflect most unfavorably on this Directorate.

2. One very serious consequence of this situation involves unauthorized obligations in those instances where contractors continue to incur costs beyond expiration dates in anticipation of contract coverage. I must insist that each office institute the necessary planning to eliminate this possibility since I cannot guarantee under current budgetary limitations that my office or higher authority will approve funds for renewal of contracts in any given instance.

3. I request that you give every consideration to the time required for orderly review by higher authority and to the time required for subsequent procurement action. Processing of these actions must be planned well in advance of the contract expiration date.

25X1A [redacted]

Carl E. Duckett
Deputy Director
for
Science and Technology

DD/S&T
FILE COPY

Approved For Release 2000/08/25 : CIA-RDP71B00529R000100190020-2